

# SAMPLE FORMAL LETTER

Patient Name  
Some Street  
Anywhere, XX 00000

Dear Patient:

We are writing to express our concern for your recent absences and shortened treatments. In the month of **May** you missed **two (2) treatments** and cut short other treatments by an additional **2 hours**. This means you received less than **81%** of your prescribed treatment. We are concerned for your welfare and want you to maintain the dialysis schedule *which is right for you medically*. One week of dialysis is *only* equal to one half (1/2) day of normal kidney function. Any amount of missed treatment *shortens your life*. A study done in 1998 showed that *just two* missed treatments a month can increase chances of death by **51%**.

Please try not to miss or cut short any treatment time so that you can remain as healthy as possible, to live and enjoy your life with few medical complications. *If there is anything we can do to help you obtain your full treatment, please do not hesitate to let us know.*

Sincerely,

Super Dude, MD  
Medical Director

Charming Chick, RN  
Clinical Director

To get %, divide the number of actual hours of treatment received by the number of hours they should have received. Example of # of hours they should have received: 4 hours X 13 scheduled treatments = 52 hours/mo.